

Job Description

Active Living Coordinator Village of Petitcodiac

Job Title:	Active Living Coordinator
Job Type:	30 hours weekly; salaried
Reports To:	Village Council, Administrator and Clerk
Directly Reports to:	Village Councillor in charge of Recreation, Administrator and Clerk

Job Purpose

The Active Living Coordinator for the Village of Petitcodiac will assume responsibility of the overall planning, development and coordination of recreational and leisure activities within the village. A key part of this position will be the promotion and creation of activities, classes and special events that encompass all age groups. The Coordinator will work independently, as well as working with community committees and volunteers to ensure quality and effective programs are delivered.

Duties and Responsibilities

Following are the primary duties and responsibilities of the *Active Living Coordinator*. The following statements describe the nature and level of work to be performed, but is not an exhaustive list of all the duties and responsibilities required for the position. Other duties and responsibilities may be assigned by the Village Councilors and Administrator or Clerk.

- 1. Coordinates the assessment of community needs to develop appropriate recreational and leisure programs, classes and services.**
- 2. Continues coordination of existing programs. *Some* of the programs presently offered are – swimming pool, soccer, t-ball, baseball, winter carnival. Canada Day, PRS gym rental for activities, Parade of Lights, ball hockey, exercise classes and pickleball. Along with completing ongoing projects like walking trails and the continuing development of Maple Ave property for community activities.**
- 3. Attends village council meetings upon request by council.**

4. Responsible for the everyday administration duties including reporting, maintaining files, correspondence, responding to phone, social media and email inquiries, responding to complaints and requests for information in a timely and professional manner.

5. Duties are to include budgeting, purchasing/ordering, setting fees for activities and memberships, and financial reporting of all revenues and expenditures. Preparation of an annual budget, monthly reconciliation of bank account, and monthly financial reporting and updates to the Village Council.

6. Upon Council's approval, seek and submit applications to obtain financial assistance through funding and grants to support all types of activities, leisure services and developments and upgrades of existing recreational programs and premises. Apply for student employment grants and be able to manage Student Staff.

7. Maintain up to date information on social media, village website and the Community Calendar.

8. Attend and participate in professional information sessions and meetings, certifications for programs, maintain awareness of new trends and developments and always operate under the most up to date Worksafe NB safety guidelines and follow and implement Covid Regulations.

Qualifications

- Post-secondary education in related field or equivalent work experience would be an asset
- Must have own transportation and valid driver's license
- Must have computer, internet, email and Microsoft Office experience
- Must have strong social skills with the ability to deal with people of all ages
- Must have an interest and knowledge in recreation, sporting programs and community wellness and leisure activities
- Must be bondable; Criminal Record Check

Knowledge, Experience, Skills and Abilities

The following knowledge, skills and abilities are required:

- Ability to communicate clearly and concisely in English, both orally and in writing
- Knowledge in developing and administering recreational and leisure programs and activities
- Ability to compose letters, complete applications, grant writing and manage excel spread sheets as required for activity charting

- Be able to track and receipt all money paid for services and programs
- Ability to work in stressful situations; ability to stay calm; have excellent problem-solving skills while maintaining professional behavior
- Must maintain total confidentiality in regards to all work-related situations.
- Client service oriented, including the ability to consistently communicate in a friendly and helpful manner and respond appropriately to inquiries, requests and complaints;
- Analytical and problem-solving skills, including the ability to research, analyze and evaluate alternatives and develop recommendations
- Strategic thinking skills, including the ability to identify risks and opportunities, and provide sound advice that contributes to well-informed decision-making;
- Decision making skills, including the ability to respond in a timely fashion;
- Effective communication skills, including the ability to listen actively and respond verbally in a manner that is clear and respectful;
- Attention to detail and ability to maintain high standards in order to ensure a clean, safe and healthy environment;

Working Conditions

An office space will be set up for the Active Living Coordinator and this person will be provided with a laptop and cell phone along with access to internet and printing capabilities. The director will be expected to use their own mode of transportation. This position will be expected to spend regular time working from the village office.

Physical Requirements and Safety Equipment

The director may be required to lift and carry equipment and supplies that are required for planned activities. Must be able to stand for periods of time, comfortably walk, carry items and bend.

The director must adhere to safety and covid regulations and ensure that all participants and volunteers follow strict regulations and use common sense to make rational decisions for the safety of all involved where required.

Hours of Work

The Coordinator will work a 30 hour work week that will be comprised of regular office hours and will include some weekends, evenings and holidays when required.

Rights and Privileges

The director will be given the privilege of a cell phone and laptop computer. This position is a salaried position and the employee is entitled to the benefit package offered by the municipality including, vacation time, health plan and pension plan once the probation period is over.

Probationary Period

This position will hold a three-month probation period at which time the employee and the position will be evaluated.

Certification and Approval

Employee and Supervisor Certification

I certify that I have read and accepted the duties and responsibilities assigned to this position.	I certify that this job description is an accurate description of the duties and responsibilities assigned to this position.
_____ Signature (Employee)	_____ Signature (Administrator/Clerk)
_____ Printed name	_____ Printed name
_____ Date	_____ Date

Approved by:	<i>Signature of the Mayor on behalf of Council</i>
Date Approved:	<i>Date upon which the job description was approved</i>
Revised:	<i>Date when the job description was revised</i>